



Office of Field Services

9/12/02

Purpose Statement for the On Site Review Study Guide

The purposes for the development and use of the On Site Review Study Guide are as follows:

- **To fulfill the Michigan Department of Education's oversight responsibilities for the state and federal programs administered by the Office of Field Services.**

The Michigan Department of Education is required by law to oversee the implementation of state and federal programs at the local level to ensure that resources are used appropriately to carry out the purpose of each program. Compliance with legislative requirements is the focus of this oversight. The on site review process is designed to examine and document local implementation of the key programmatic requirements of the programs administered by the Office of Field Services. The On Site Review Study Guide process focuses on programmatic rather than technical issues. Monitoring of technical compliance occurs through the local application review process, the Single Audit, and the review of program reports submitted by districts.

- **To encourage program coordination and collaboration;**

The programs administered by the Office of Field Services are designed to work together to help school districts meet the educational needs of all students, particularly those at risk of failing to gain the knowledge and skills necessary for successful adult lives. The district self-study and on site review processes are designed to encourage communication and collaborative planning by the managers of individual programs within each district, and to help the districts utilize the resources of each program to support a comprehensive plan to ensure that all students achieve high standards.

- **To help Field Services consultants identify the program development and improvement needs of the school districts.**

One of the key roles of Field Services consultants is to provide technical assistance to school districts for program development and improvement. The district self-study and on site review processes are designed to help local staff and Field Services consultants identify areas in which technical assistance is needed. The needs may be addressed through visits to individual districts, or through regional and statewide activities designed to respond to common issues or needs.

- **To identify effective programs and practices for dissemination purposes.**

The on site review process will also help Field Services consultants identify effective programs and practices that can be shared through informal networking, as well as regional and statewide dissemination activities.